



## **Municipal Building Commission Meeting**

**October 29, 2020 9:00 a.m.**

**Teams Live Event URL: [MBC Board Meeting 102920](#)**

### **AGENDA**

#### **CALL MEETING TO ORDER**

#### **CONSENT AGENDA ITEMS:**

- 1) Approve the August 27, 2020 meeting minutes
- 2) Approve contract summary

#### **COMMUNICATION AGENDA ITEMS:**

- 1) OSA Management and Compliance Report
- 2) MBC Mechanical/Life Safety & City Office Improvement project
- 3) 2021 Operating Budget
- 4) Security - Building Construction Projects

#### **DISCUSSION AND ACTION AGENDA ITEMS:**

- 1) Approve expenditure report through September 2020
- 2) Approve MBC historic preservation fund balance
- 3) Approve café contract extension and rent waiver
- 4) Approve pricing contract procurement
- 5) Approve security officer replacement hiring
- 6) Approve BVP for Facility Safety Improvements capital project

**Consent Agenda Item: 1**

**Date: October 29, 2020**

**To: Municipal Building Commission Board:  
Commissioner Marion Greene, President  
Mayor Jacob Frey, Vice President  
Commissioner Angela Conley  
Council Member Lisa Goodman**

**From: Erin Delaney**

**Subject: MBC Board meeting minutes  
Consent Agenda Item: 1**

Staff requests approval of the attached August 27, 2020 MBC Board meeting minutes.

**UNAPPROVED**  
**Municipal Building Commission Meeting Minutes**  
**August 27, 2020**

The Municipal Building Commission (MBC) Board met virtually, as authorized by MN Statute 13D.021, using Microsoft Teams Live.

President Marion Greene called the regular meeting of the MBC board to order at 9:03 AM. Present were:

- President Marion Greene, Chair of the Hennepin County Board
- Vice President Jacob Frey, Mayor, City of Minneapolis
- Hennepin County Commissioner Angela Conley
- Minneapolis City Council Member Lisa Goodman

Chair Greene proposed commencing with the Discussion and Action Items. Members present were in agreement.

**DISCUSSION & ACTION AGENDA ITEMS**

3. Council Member Goodman moved to approve amendments 5 and 6 to the Gensler design consultant contract for the for the MBC Mechanical/Life Safety and City Office Improvements Project. Chair Greene seconded. A roll call vote was taken, and the motion carried:

Marion Greene	Yea	Jacob Frey	Yea
Angela Conley	Yea	Lisa Goodman	Yea

1. Commissioner Conley moved to approve the expenditure report through July 31, 2020. Council Member Goodman seconded. A roll call vote was taken, and the motion carried:

Marion Greene	Yea	Jacob Frey	Yea
Angela Conley	Yea	Lisa Goodman	Yea

2. Council Member Goodman moved to approve the MBC Historic Preservation Fund balance as of July 31, 2020. Chair Greene seconded. A roll call vote was taken, and the motion carried:

Marion Greene	Yea	Jacob Frey	Yea
Angela Conley	Yea	Lisa Goodman	Yea

**CONSENT AGENDA ITEMS**

Commissioner Conley moved to approve the following Consent Agenda Items:

1. Minutes from the June 18, 2020 and July 30, 2020 meetings

**UNAPPROVED**  
**Municipal Building Commission Meeting Minutes**  
**August 27, 2020**

2. Contract Summary as of July 31, 2020

Mayor Frey seconded. A roll call vote was taken, and the motion carried:

Marion Greene	Yea	Jacob Frey	Yea
Angela Conley	Yea	Lisa Goodman	Yea

**COMMUNICATION AGENDA ITEMS**

Staff reviewed the following communication item:

1. Department of Homeland Security (DHS) Assessment Update

**ADJOURN**

Council Member Goodman moved to adjourn at 9:16 AM. Commissioner Conley seconded. A roll call vote was taken, and the motion carried:

Marion Greene	Yea	Jacob Frey	Yea
Angela Conley	Yea	Lisa Goodman	Yea

## Consent Agenda Item: 2

**Date:** October 29, 2020

**To:** Municipal Building Commission Board:  
Commissioner Marion Greene, President  
Mayor Jacob Frey, Vice President  
Commissioner Angela Conley  
Council Member Lisa Goodman

**From:** Erin Delaney

**Subject:** MBC Contract Summary  
Consent Agenda Item: 2

Attached are the balances for MBC Contracts as of September 30, 2020. The summary report includes:

- Professional Services Contracts
- Master Contracts
- Bid Contracts
- Pricing Contracts
- Other Contracts (Revenue, Lease, MOU's etc.)

Staff requests approval of the attached summary report.

Professional Services Contracts as of 9/30/2020

Contract	Supplier Name	Description	Begin Date	Expire Date	Max. Amt	Encumbered	Expended	Available Balance
C-42421	ASSOCIATED FINANCIAL GROUP, LLC	MBC-DESIGN A PLAN FOR INSURANC	4/1/2017	4/1/2022	1.00	0.00	0.00	1.00
C-42871	AUTOMATIC DATA PROCESSING, INC.	MBC-HR & PAYROLL SERVICES	6/19/2017	11/25/2021	233,768.60	114,725.08	119,043.52	0.00
COM0001280	BELKNAP & ASSOCIATES LLC	MBC-HR CONSULTING	9/1/2019	12/31/2021	175,000.00	159,576.01	15,423.99	0.00
COM0001779	BRUNZELL CONSULTING LLC	MBC - LEADERSHIP COACHING	12/26/2019	12/31/2021	175,000.00	157,270.00	17,730.00	0.00
C-43294	COST PLANNING AND MANAGEMENT	MBC-OWNER'S REP SERVICES	12/15/2017	12/31/2020	290,000.00	94,656.63	172,851.14	22,492.23
COM0000931	COST PLANNING AND MANAGEMENT	MBC-OPR MLS AND CITY TI	5/15/2019	5/31/2021	270,000.00	194,752.87	75,247.13	0.00
C-43202	DRT BENEFITS CORP	MBC- COBRA ADMIN RETIREE SERV	11/29/2017	12/31/2021	20,000.00	14,100.00	5,900.00	0.00
C-43996	ENCOMPASS, INC.	MBC-RE-CERT FOR FALL RESTRAINT	7/1/2018	7/1/2023	16,000.00	5,025.00	10,975.00	0.00
COM0002008	EXPLEO TECHNOLOGY USA INC.	MBC- IT/STAFFING CONSULTING	1/1/2020	12/31/2022	100,000.00	40,000.00	60,000.00	0.00
C-43502	HAMMEL, GREEN AND ABRAHAMSON, INC.	MBC-ELEVATOR MODERNIZATION	3/15/2018	12/31/2020	480,950.46	74,983.18	370,059.27	35,908.01
COM0001052	HENNEPIN COUNTY	HENNEPIN COUNTY HR BUS PART	7/22/2019	5/30/2021	150,000.00	110,004.00	39,996.00	0.00
C-40467	INDUSTRIAL HYGIENE SERVICES CORP	MBC-PROCESSIONAL SERVICES	2/1/2016	1/31/2021	50,000.00	0.00	37,027.70	12,972.30
C-41462	INDUSTRIAL HYGIENE SERVICES CORP	MBC-UPGRADE HAZARDOUS MATERIAL	9/15/2016	9/14/2021	24,800.00	0.00	2,734.84	22,065.16
C-43162	INITIAL DEFENSE CUSTOMIZED TRAINING LLC	MBC- PROF SECURITY TRAINING	11/24/2017	11/24/2020	25,000.00	0.00	17,150.00	7,850.00
C-40914	JOHN A. VAN DEUSEN & ASSOCIATES, INC.	MBC-VRTCL TRNSPT CNSLTNG SRVCS	5/2/2016	4/30/2021	48,120.00	22,811.00	18,749.00	6,560.00
C-40435	KARGES FAULCONBRIDGE, INC.	MBC-EE DESIGN-STAGES 22 AND 23	12/3/2015	12/1/2020	50,000.00	0.00	17,667.61	32,332.39
C-40436	KARGES FAULCONBRIDGE, INC.	MBC-FIRE PROTECTION DESIGN	12/3/2015	12/1/2020	50,000.00	0.00	18,000.00	32,000.00
C-40437	KARGES FAULCONBRIDGE, INC.	MBC-PLUMBING DESIGN-22 AND 23	12/3/2015	12/1/2020	50,000.00	0.00	27,000.00	23,000.00
COM0001419	M. ARTHUR GENSLE, JR. & ASSOCIATES	MBC-MECH L/S_CITY TI DESIGN	9/3/2019	5/31/2022	891,223.00	229,952.21	604,550.79	56,720.00
C-42089	MACDONALD AND MAC ARCHITECT	MBC-PROF ARCH & STRUC ENG SERV	3/3/2017	3/3/2022	12,267.00	6,374.00	5,893.00	0.00
C-40209	MICHAUD COOLEY ERICKSON AND ASSOC.	MBC-ENGINEERING SERVICES	11/1/2015	10/31/2020	50,000.00	0.00	11,300.00	38,700.00
C-41525	MICHAUD COOLEY ERICKSON AND ASSOC.	MBC-CRITICAL POWER SUPPORT SER	9/1/2016	12/31/2020	181,883.60	0.00	181,883.60	0.00
C-43293	MILLER DUNWIDDIE ARCHITECTURE, INC.	MBC-PROVIDE PROF DESIGN SERV	11/27/2017	12/31/2020	509,286.00	180,389.04	328,896.96	0.00
COM0000423	MILLER DUNWIDDIE ARCHITECTURE, INC.	MBC-EI DESIGN	3/1/2019	12/31/2021	364,237.00	177,882.76	186,354.24	0.00
C-43442	NHA HEATING AND AIR CONDITIONING, INC.	MBC-DRIVE MAINTENANCE & REPAIR	1/1/2018	12/31/2022	45,000.00	10,000.00	0.00	35,000.00
*C-25206	NORTHERN STATES POWER COMPANY, MN	MBC-C-25206 WO#1 ELEC FOR 2019	1/1/2008	1/30/2022	400,000.00	0.00	400,000.00	0.00
COM0000161	PIRA CONSULTING LLC	MBC-HR STAFFING SERVICES	2/1/2019	1/31/2022	175,000.00	175,000.00	0.00	0.00
C-42223	ROBERT HALF INT'L	MBC-PROVIDE PAYROLL & PROJ MNG	5/1/2017	4/30/2022	100,000.00	600.76	62,946.73	36,452.51
COM0002763	ROGERS, SHAUN M.	MBC- REPAIRS & IMPROVEMENTS	7/1/2020	7/1/2025	175,000.00	0.00	0.00	175,000.00
C-40313	SAM STEWART AND ASSOCIATES, INC.	MBC-ENGINEERING SERVICES	12/1/2015	11/30/2020	50,000.00	0.00	0.00	50,000.00
C-42610	SCHULER AND SHOOK, INC.	MBC-PROVIDE LIGHTNING DESIGN	7/1/2017	6/30/2022	150,000.00	67,203.55	82,796.45	0.00
COM0000109A	SH1FT, INC (TRIFORCE STAFFING)	MBC-HR STAFFING SERVICES	2/1/2019	1/31/2022	139,699.00	133,231.00	6,468.00	0.00
COM0000786	STRONG & STARLIKE CONSULTING, INC.	MBC-CONTRACT COMPLIANCE	5/1/2019	12/31/2022	175,000.00	144,484.00	30,516.00	0.00
COM0001293	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE PROTECTION CONSULTING	7/15/2019	7/15/2024	150,000.00	142,480.00	7,520.00	0.00

Master Contracts (Professional Services) as of 9/30/2020

Contract	Supplier Name	Description	Begin Date	Expire Date	Max. Amt	Encumbered	Expended	Available Balance
C-44360	ANGSTROM ANALYTICAL, INC.	MBC-CONSULTING POOL	11/1/2018	10/31/2021	1.00	0.00	0.00	1.00
COM0000666	BENTZ THOMPSON & RIETOW	MBC - MC CONSULTING POOL	2/1/2019	7/31/2021	2,000,000.00	66,912.50	2,702.50	1,930,385.00
COM0000952	DLR GROUP, INC.	MBC-MC CONSULTING POOL	2/1/2019	7/31/2021	1,000,000.00	0.00	0.00	1,000,000.00
COM0000670	ELERT AND ASSOCIATES NETWORKING	MBC-MC CONSULTING POOL	2/1/2019	7/31/2021	1,000,000.00	0.00	0.00	1,000,000.00
COM0000191	ENCOMPASS, INC.	MBC-MC CONSULTING POOL	2/1/2019	7/31/2021	1,000,000.00	2,276.46	4,723.54	993,000.00
COM0000671	ERIKSEN ELLISON AND ASSOCIATE, INC.	MBC-MC CONSULTING POOL	2/1/2019	7/31/2021	1,000,000.00	5,185.00	36,815.00	958,000.00
COM0000975	ICS CONSULTING, INC.	MBC-MC CONSULTING POOL	2/1/2019	7/31/2021	1,000,000.00	0.00	0.00	1,000,000.00
C-44359	INDUSTRIAL HYGIENE SERVICES CORP	MBC-CONSULTING POOL	11/1/2018	10/31/2021	1,000,000.00	91,566.67	36,874.83	871,558.50
COM0000672	INSPEC, INC.	MBC-MC CONSULTING POOL	2/1/2019	7/31/2021	1,000,000.00	0.00	0.00	1,000,000.00
COM0001033	LIGHTING MATTERS, INC.	MBC-MC CONSULTING POOL	2/1/2019	7/31/2021	1,000,000.00	16,801.00	33,199.00	950,000.00
COM0000959	MCKINSTRY ESSENTION, LLC	MBC-MC CONSULTING POOL	2/1/2019	7/31/2021	1,000,000.00	0.00	0.00	1,000,000.00
COM0000882	MEP ASSOCIATES, LLC	MBC-MC CONSULTING POOL	2/1/2019	7/31/2021	2,000,000.00	97,102.60	10,897.40	1,892,000.00
COM0000665	MILLER DUNWIDDIE ARCHITECTURE, INC.	MBC-MC CONSULTING POOL	2/1/2019	7/31/2021	2,000,000.00	6,500.00	0.00	1,993,500.00
COM0000953	PALANISAMI AND ASSOC, INC.	MBC-MC CONSULTING POOL	2/1/2019	7/31/2021	1,000,000.00	0.00	0.00	1,000,000.00
COM0001034	SCHULER AND SHOOK, INC.	MBC-MC CONSULTING POOL	2/1/2019	7/31/2021	1,000,000.00	0.00	0.00	1,000,000.00
COM0000200	TERRACON CONSULTANTS, INC.	MBC-MC CONSULTING POOL	2/1/2019	7/31/2021	1,000,000.00	0.00	0.00	1,000,000.00
COM0000169	UDRIS BURGESS ARCHITECTURE & DESIGN	MBC-MC CONSULTING POOL	2/1/2019	1/31/2022	2,000,000.00	6,904.00	13,376.00	1,979,720.00
COM0000960	VISUAL COMMUNICATIONS	MBC-MC CONSULTING POOL	2/1/2019	7/31/2021	1,000,000.00	0.00	0.00	1,000,000.00
COM0000674	WALKER PARKING CONSULTANT ENGINEERS INC	MBC-MC CONSULTING POOL	2/1/2019	7/31/2021	1,000,000.00	0.00	0.00	1,000,000.00
COM0000675	WISS, JANNEY, ELSTNER ASSOCIATES, INC.	MBC-MC CONSULTING POOL	2/1/2019	7/31/2021	1,000,000.00	0.00	0.00	1,000,000.00

**Pricing Contracts as of 9/30/2020**

Contract	Supplier Name	Description	Begin Date	Expire Date	Max. Amt	Encumbered	Expended	Available Balance
PC-00246E	ARCHER MECHANICAL	MBC - HVAC SERVICES	7/1/2017	6/30/2021	150,000.00	34,125.14	85,874.86	30,000.00
COM0002672	BLACKHAWK INCORPORATED	MBC-MISC JANITORIAL SUPPLIES	8/10/2020	8/31/2021	32,500.00	32,500.00	0.00	0.00
COM0001905	BLOOMINGTON ELECTRIC COMPANY	MBC - ELECTRICAL SERVICES	2/7/2020	12/31/2020	75,000.00	0.00	0.00	75,000.00
COM0001955	DALCO ENTERPRISES, INC	MBC - CLEANING PRODUCTS	2/24/2020	7/14/2021	50,000.00	32,778.08	17,221.92	0.00
PC-00291	DC GROUP, INC.	MBC - UNINTERRUPTIBLE POWER SUP	9/1/2017	12/31/2021	75,000.00	0.00	48,750.00	26,250.00
*PC-00483	INNOVATIVE OFFICE SOLUTIONS, LLC	CW-OFFICE SUPPLIES	2/1/2019	2/28/2021	2,500.00	1,814.70	685.30	0.00
PC-00246F	METROPOLITAN MECHANICAL	MBC - PLUMBING SERVICES	1/1/2018	6/30/2021	600,000.00	90,407.75	509,592.25	0.00
PC-00246B	NORTHERN AIR CORPORATION	MBC - HVAC SERVICES	7/1/2017	6/30/2021	150,000.00	14,980.00	794.20	134,225.80
PC-00331	OLSEN FIRE INSPECTION	MBC - FIRE PROTECTION INSP	2/1/2018	1/31/2021	100,000.00	55,392.63	44,077.37	530.00
PC-00270A	PAINTING BY NAKASONE, INC.	MBC - PAINTING SERVICES	8/1/2017	6/30/2021	500,000.00	39,165.79	459,699.04	1,135.17
COM0001148	PWF SOLUTIONS, INC.	MBC- JANITORIAL SUPPLIES	8/12/2019	7/31/2021	55,000.00	21,891.70	33,108.30	0.00
COM0002675	PWF SOLUTIONS, INC.	MBC- FOAMING HAND SOAP	8/10/2020	8/31/2021	3,000.00	3,000.00	0.00	0.00
COM0002674	THE DEREK COLE COMPANY, INC.	MBC- ROLL TOWELS_NITRILE GLOVE	8/10/2020	8/31/2021	25,000.00	23,271.60	1,728.40	0.00
PC-00125	VIKING AUTOMATIC SPRINKLER CO	MBC: SPRINKLER FITTER SERVICES	9/1/2016	8/31/2021	50,000.00	27,048.53	22,537.60	413.87
COM0000434	WASTE MANAGEMENT OF MN, INC.	MBC RUBBISH REMOVAL	1/1/2019	12/31/2022	150,000.00	62,318.61	57,681.39	30,000.00
COM0001973	WELNA II HARDWARE LLP	MBC - PAINT & MISC. SUPPLIES	2/27/2020	2/28/2022	75,000.00	67,191.17	7,808.83	0.00
COM0002673	WELNA II HARDWARE LLP	MBC - BLEACH/ENDUST/33X39 LINER	8/10/2020	8/31/2021	10,000.00	10,000.00	0.00	0.00

**Bids as of 9/30/2020**

Contract	Supplier Name	Description	Begin Date	Expire Date	Max. Amt	Encumbered	Expended	Available Balance
COM0001533	BUILDING RESTORATION CORPORATION	MBC-EXTERIOR IMPROVEMENTS-PH 1	11/12/2019	12/31/2020	3,427,544.00	1,712,054.19	1,715,489.81	0.00
COM0002838	CE POWER ENGINEERED SERVICES, INC.	MBC-SWITCHGEAR MAINTENANCE	9/16/2020	12/31/2024	264,854.00	264,854.00	0.00	0.00
C-41781	FIRENET SYSTEMS, INC.	MBC-FIRE ALARM INS TEST & MAIN	1/1/2017	12/31/2021	575,000.00	211,059.74	363,909.26	31.00
PC-00147A	GILBERT MECHANICAL CONTRACTORS, INC.	MBC - Control Services	1/1/2017	12/31/2020	10,000.00	0.00	1,280.45	8,719.55
COM0002596	MAVO SYSTEMS, INC.	MBC-ATTIC AND PIPE INSULATION	7/17/2020	12/31/2020	268,895.00	268,895.00	0.00	0.00
PC-00147	NORTHERN AIR CORPORATION	MBC-CONTROL SERVICES	1/1/2017	12/31/2020	40,000.00	7,339.97	19,994.81	13,949.75
COM0001583	PCL CONSTRUCTION SERVICES, INC	MBC-ELEVATORS MODERNIZATION	11/26/2019	3/31/2021	4,845,681.00	3,614,694.73	1,230,986.27	0.00
COM0001012	REILING CONSTRUCTION CO., INC.	MBC-CONSTRUCTION	4/1/2019	3/31/2022	25,000.00	25,000.00	0.00	0.00
COM0000620	SENOMA INC.	MBC-CONSTRUCTION	4/1/2019	3/31/2022	75,000.00	75,000.00	0.00	0.00
C-41061	SUBURBAN ELEVATOR OF MINNESOTA	MBC-VERT TRANSPRTN MAINTNCE	5/1/2016	4/30/2021	365,639.00	106,290.09	254,348.83	5,000.08
COM0001762	VEIT DISPOSAL SYSTEMS	MBC-CONSTRUCTION WASTE RECYCLE	1/3/2020	12/31/2024	30,000.00	26,000.00	4,000.00	0.00
COM0001146	VERSACON INC	MBC-SAFETY IMPROVEMNETS PH. A	8/12/2019	12/31/2021	2,343,878.40	309,174.24	2,034,703.16	1.00
COM0002731	VERSACON INC	MBC- EXTERIOR IMPROVEMENTS-PH 2	8/24/2020	2/28/2021	1,787,635.00	1,787,635.00	0.00	0.00

**Other Contracts as of 9/30/2020**

Contract	Supplier Name	Description	Begin Date	Expire Date	Max. Amt	Encumbered	Expended	Available Balance
C00-15890A	330 SOUTH SECOND MN PARTNERS LLC	MBC-TOWLE LEASE-SAFETY PROJECT	9/8/2010	12/31/2021	2,231,284.85	428,336.26	1,802,948.59	0.00
C-43732	ATLAS RESTAURANTS, LLC	MBC-CATERING SERVICES	3/1/2018	3/1/2021	1.00	0.00	0.00	1.00
C-18285	HENNEPIN COUNTY	MBC-MOU-MPOP ROOM-A020092	6/1/2001	12/31/2030	1.00	0.00	0.00	1.00
C-27394	HENNEPIN COUNTY	MBC-STEAM/CHILLED WATER TO CH	1/2/2010	12/31/2030	30,000,000.00	262,759.22	5,327,949.43	24,409,291.35
C-32008	HENNEPIN COUNTY	MBC-A110232-CH SECURITY	2/28/2011	2/28/2022	4,333,465.00	309,585.01	3,724,118.53	299,761.46
C-40945	METROPOLITAN COUNCIL	MBC-METPASS COM INCNTV PRGRM	6/1/2016	5/31/2021	66,480.00	28,080.00	38,815.00	0.00
C-44318	STATE OF MINNESOTA	MBC-CH/CRTHSE VEND AGREEMENT	8/1/2018	7/31/2023	1.00	0.00	0.00	1.00
C-43290	THE CHEWERY LLC	MBC-PROVIDE FOOD SERVICE	12/15/2017	12/14/2020	1.00	0.00	0.00	1.00

## Communication Agenda Item: 1

**Date:** October 29, 2020

**To:** Municipal Building Commission Board:  
Commissioner Marion Greene, President  
Mayor Jacob Frey, Vice President  
Commissioner Angela Conley  
Council Member Lisa Goodman

**From:** Erin Delaney

**Subject:** OSA Management and Compliance Report  
Communication Agenda Item: 1

The Office of the State Auditor (OSA) recently completed its Management and Compliance Report for the Municipal Building Commission for the year ending December 31, 2019.

The audit disclosed no instances of noncompliance or other matters required to be reported under *Government Auditing Standards*, and issued an unmodified/clean opinion, which is the best rating available.

## **Communication Agenda Item: 2**

**Date: October 29, 2020**

**To: Municipal Building Commission Board:  
Commissioner Marion Greene, President  
Mayor Jacob Frey, Vice President  
Commissioner Angela Conley  
Council Member Lisa Goodman**

**From: Erin Delaney**

**Subject: MBC Mechanical Life Safety/City Office Improvements  
Communication Agenda Item: 2**

The MBC and City are moving forward with the Mechanical/Life Safety and City Office Improvements project. Staff continue to work together on capital requests and project schedules.

The current work is Phase 1, construction in SW corner of the Ground floor (majority of stage 19.) The proposal of the apparent best value contractor is currently being reviewed for compliance by the City Department of Civil Rights.

The City Council and County Board are approving the capital dollars transfer to the MBC's Mechanical and Life Safety projects (approximately \$720,000 from the County and \$667,000 from the City, each from unspent capital dollars) which will be used for Phase 1 2020 construction costs.

Design work for Phase 2, SW corner of First floor (majority of stage 15) and subbasement water proofing is being completed and scheduled to be procured through the best value process in the first quarter of 2021, contingent on approval of the 2021 capital budget request.

Design work for Phase 3, NE and SE of 3<sup>rd</sup> floor, is scheduled to start in mid-year 2021 with construction scheduled for 2022, also contingent on approval of the 2021 and 2022 capital budget requests.

The estimated costs to the MBC are \$2.8M in 2020 for Phase 1 construction, \$6.9M in 2021 and \$12.5M in 2022. Capital budget requests to the County and City will be updated as the work progresses.

No action is requested at this time.

## Communication Agenda Item: 3

**Date:** October 29, 2020

**To:** **Municipal Building Commission Board:**  
**Commissioner Marion Greene, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Angela Conley**  
**Council Member Lisa Goodman**

**From:** Erin Delaney

**Subject:** **Operating Budget – 2021**  
**Communication Agenda Item: 3**

Attached is a draft 2021 operating budget that allows for the MBC to maintain its current service levels. It is based on revenue targets assigned earlier this year by the City and County. County finance direction is a 0% increase from 2020. The City's contribution is a 2.4% decrease from 2020 and includes the request to use approximately \$1.7 M of the City's fund balance with the MBC.

Discussions are ongoing with County and City finance staff regarding the need for the MBC to adopt its own fund balance policy. The County and City have fund balance policies in place that can be used as a starting point for MBC discussions.

Staff will return to the MBC Board on December 14 for final approval of the 2021 Operating Budget and recommendations on an MBC Fund Balance policy.

**Municipal Building Commission  
2021 Operating Budget**

Draft

**HENNEPIN COUNTY SHARE** (excluding Work for Others)

Revenues	2020 Adopted	2021 Budget	\$ Change	% Change
Property Taxes	3,755,978	3,766,308	10,330	0.3%
Carry Forward	-	-	-	#DIV/0!
Additional Property Tax Contribution *	-	-	-	#DIV/0!
<i>Total County Revenues</i>	3,755,978	3,766,308	10,330	0.3%
Expenditures	2020 Adopted	2021 Budget	\$ Change	% Change
Administration	555,831	585,671	29,840	5.4%
Custodial & Security	1,344,549	1,308,213	(36,336)	-2.7%
Repairs & Improvements	1,716,988	1,721,317	4,329	0.3%
<i>Subtotal County share (40%)</i>	3,617,368	3,615,201	(2,168)	-0.1%
Adult Detention Center	138,610	151,107	12,497	9.0%
<i>Total County Expenditures</i>	3,755,978	3,766,308	10,330	0.3%

**CITY of MINNEAPOLIS SHARE** (excluding Work for Others)

Revenues	2020 Adopted	2021 Budget	\$ Change	% Change
Property Taxes	5,336,000	3,496,000	(1,840,000)	-34.5%
Local Government Aid	245,841	233,105	(12,736)	-5.2%
City Fund Balance *	-	1,719,519	1,719,519	#DIV/0!
Carry Forward	-	-	-	#DIV/0!
Charges for Sales	-	-	-	#DIV/0!
<i>Total City Revenues</i>	5,581,841	5,448,624	(133,217)	-2.4%
Expenditures	2020 Adopted	2021 Budget	\$ Change	% Change
Administration	859,569	904,329	44,761	5.2%
Custodial & Security	2,016,824	1,962,319	(54,505)	-2.7%
Repairs & Improvements	2,575,482	2,581,975	6,493	0.3%
<i>Total City Expenditures (60%)</i>	5,451,875	5,448,624	(3,251)	-0.1%

**TOTAL MBC BUDGET** (including Work for Others)

Revenues	2020 Adopted	2021 Budget	\$ Change	% Change
Property Taxes	9,148,318	7,262,308	(1,886,010)	-20.6%
Local Government Aid	245,841	233,105	(12,736)	-5.2%
Fund Balance	-	1,719,519	1,719,519	#DIV/0!
2017 Carry Forward	-	-	-	#DIV/0!
MHS Archives Grant	-	-	-	#DIV/0!
Work for Others	534,863	417,967	(116,896)	-21.9%
<i>Total Revenues</i>	9,929,022	9,632,899	(296,122)	-3.0%
Expenditures	2020 Adopted	2021 Budget	\$ Change	% Change
Administration	1,415,400	1,490,000	74,601	5.3%
Custodial & Security	3,361,373	3,270,532	(90,841)	-2.7%
Repairs & Improvements	4,292,471	4,303,292	10,821	0.3%
<i>Subtotal Shared Expenditures</i>	9,069,244	9,063,825	(5,419)	-0.1%
Adult Detention Center (county)	138,610	151,107	12,497	9.0%
Work for Others (self-funded)	534,863	417,967	(116,896)	-21.9%
<i>Total Expenditures</i>	9,742,717	9,632,899	(109,817)	-1.1%

## Communication Agenda Item: 4

**Date:** October 29, 2020

**To:** **Municipal Building Commission Board:**  
**Commissioner Marion Greene, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Angela Conley**  
**Council Member Lisa Goodman**

**From:** Erin Delaney

**Subject:** **Security - Building construction projects**  
**Communication Agenda Item: 4**

The MBC has multiple projects ongoing and is monitoring the need to adjust construction activity and schedules to ensure public safety. Staff is in contact with City and County staff to stay informed on issues related to civil unrest and the need to make job site or schedule changes.

The MBC is keeping all project contractors informed and mandating practices for the safety of the public, employees and work sites. The contractors are aware of the potential for immediate schedule and construction activity changes, including the possibility of temporary or full demobilization.

Staff is working with HC Risk Management and its property insurance broker in requesting reimbursement for building expenses related to window boarding and fencing.

Focus is currently on exterior work being done at the South East corner of the building, along 5<sup>th</sup> street and 4<sup>th</sup> Avenue. An alternative project schedule has been developed and is being reviewed by law enforcement.

Staff will continue to keep the Board updated on project cost increases and schedule changes related to civil unrest.

## Discussion and Action Agenda Item: 1

**Date:** October 29, 2020

**To:** **Municipal Building Commission Board:**  
**Commissioner Marion Greene, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Angela Conley**  
**Council Member Lisa Goodman**

**From:** Erin Delaney

**Subject:** **Expenditures through September 2020**  
**Discussion and Action Agenda Item: 1**

Staff requests approval of the attached MBC expenditure report. This is a Budget vs. Actual Expense report from the City of Minneapolis COMET financial system. This report reflects expenses posted to the system from January 1 through September 30, 2020.

The City's Fund Balance at the MBC is \$3,022,534 as of September 30, 2020.

The following is a budget summary by department. Staff requests approval of the attached report.

<b>Municipal Building Commission 2020</b>
<b>Budget vs YTD Actuals - Expenses</b>

*Report Generated 10/14/2020 For Period End 9/30/2020*  
*Percent of Year Remaining 25%*

Department	Budget	YTD Actual	% Spent	% Remaining	\$ Remaining
5200100 Administration	\$1,415,400	\$1,016,849	72%	28%	\$398,551
5200200 Custodial & Security	\$3,361,373	\$2,318,329	69%	31%	\$1,043,044
5200300 Repairs & Improvements	\$4,292,471	\$2,213,703	52%	48%	\$2,078,768
<b>Subtotal</b>	<b>\$9,069,244</b>	<b>\$5,548,882</b>	<b>61%</b>	<b>39%</b>	<b>\$3,520,363</b>
5200400 Adult Detention Center	\$138,610	\$43,881	32%	68%	\$94,729
5200500 Work for Others	\$534,863	\$113,191	21%	79%	\$421,672
<b>Total</b>	<b>\$9,742,717</b>	<b>\$5,705,953</b>	<b>59%</b>	<b>41%</b>	<b>\$4,036,764</b>

31100 - MUNICIPAL BUILDING COMMISSION								
Budget vs Actuals - Expenses								
Year-to-Date Expenses as of September 30, 2020								
Percent of Year Remaining: 25%								
Department	Expense Class Description	Account	Current Budget	Expended YTD	Encumbered	Remaining Available	Remaining Available After Encumbrance	Percent Remaining Budget
5200100 - ADMINISTRATION	Capital Outlay	803002 - PROPERTY TAXES	25,823.00	0	0	25,823.00	25,823.00	100.00%
	<b>Capital Outlay</b>		<b>25,823.00</b>	<b>0</b>	<b>0</b>	<b>25,823.00</b>	<b>25,823.00</b>	<b>100.00%</b>
	Contractual Services	501001 - ADVERTISING & PUBLICATIONS	0	299.00	0	(299.00)	(299.00)	
		501401 - BIS APPLICATION SUPPORT	2,018.43	1,513.53	0	504.90	504.90	25.01%
		501501 - BIS OPERATING CHARGES	6,576.78	4,932.72	0	1,644.06	1,644.06	25.00%
		502101 - POSTAGE	250.00	196.93	0	53.07	53.07	21.23%
		503001 - TEMPORARY EMPLOYMENT SERVICES	0	35,851.75	600.76	(35,851.75)	(36,452.51)	
		505000 - PRINTING COPYING BINDING MICRO	1,000.00	0	0	1,000.00	1,000.00	100.00%
		506101 - GENERAL FUND OVERHEAD	101,563.00	76,172.22	0	25,390.78	25,390.78	25.00%
		507000 - PROFESSIONAL SERVICES	108,000.00	94,113.99	401,665.01	13,886.01	(387,779.00)	12.86%
		507001 - ACTUARIAL FEES	0	0	0	0	0	
		507010 - MIS SERVICE FEES	100,000.00	63,238.79	132,561.21	36,761.21	(95,800.00)	36.76%
		507012 - PROFESSIONAL TRAINING FEES	0	50.00	0	(50.00)	(50.00)	
		507015 - SECURITY SERVICES	0	1,320.00	1,179.99	(1,320.00)	(2,499.99)	
		507019 - OTHER PROFESSIONAL SERVICES	1,000.00	32,510.81	(17,729.94)	(31,510.81)	(14,280.87)	-3,151.08%
		508200 - PARKING LOT/SPACE RENT	2,500.00	2,240.22	337.69	259.78	(77.91)	10.39%
		510000 - REPAIR & MAINTENANCE-CONT	0	0	4,494.18	0	(4,494.18)	
		511000 - TRANSPORTATION	200.00	0	0	200.00	200.00	100.00%
		513000 - MISCELLANEOUS	7,000.00	9,432.00	(5,250.00)	(2,432.00)	2,818.00	-34.74%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	300.00	0	0	300.00	300.00	100.00%
		533700 - MED ADMIN SERVICE CHARGES	313.00	0	0	313.00	313.00	100.00%
	<b>Contractual Services</b>		<b>330,721.22</b>	<b>321,871.96</b>	<b>518,358.90</b>	<b>8,849.26</b>	<b>(509,509.64)</b>	<b>2.68%</b>
	Fringes	781201 - PERA-COORDINATED	38,496.00	27,579.31	0	10,916.69	10,916.69	28.36%
		781301 - FICA-ASDI	31,823.00	22,022.52	0	9,800.48	9,800.48	30.80%
		782101 - MEDICARE	7,443.00	5,150.44	0	2,292.56	2,292.56	30.80%
		782701 - DENTAL INSURANCE	7,206.00	5,466.07	0	1,739.93	1,739.93	24.15%
		782801 - VEBA - EXPENSE	9,120.00	6,949.79	0	2,170.21	2,170.21	23.80%
		782901 - HEALTH INSURANCE	118,529.93	72,136.13	0	46,393.80	46,393.80	39.14%
		786001 - LIFE INSURANCE	762.00	556.73	0	205.27	205.27	26.94%
		786301 - L/T DISABILITY INS	1,146.00	1,135.79	0	10.21	10.21	0.89%
		788801 - WORKERS' COMP-REINSURANCE	38,000.00	0	6,207.72	38,000.00	31,792.28	100.00%
	<b>Fringes</b>		<b>252,525.93</b>	<b>140,996.78</b>	<b>6,207.72</b>	<b>111,529.15</b>	<b>105,321.43</b>	<b>44.17%</b>
	Materials / Other	601111 - PROCUREMENT CARD	0	176.50	0	(176.50)	(176.50)	
		602301 - MERF ADDITIONAL - FIXED	226,800.00	170,100.00	0	56,700.00	56,700.00	25.00%
		605001 - REGISTRATION FEE & TUITION	5,000.00	1,143.46	0	3,856.54	3,856.54	77.13%
		605000 - TRAVEL EXPENSE	1,000.00	0	0	1,000.00	1,000.00	100.00%
		608000 - INSURANCE	55,000.00	3,227.67	83,820.00	51,772.33	(32,047.67)	94.13%
		610004 - OFFICE SUPPLIES	2,500.00	2,407.12	(2,278.04)	92.88	2,370.92	3.72%
		611000 - OPERATING SUPPLIES	50.00	0	0	50.00	50.00	100.00%
		616000 - TAXES LICENSES & FEES	0	502.13	0	(502.13)	(502.13)	
		616001 - EXCISE TAX	0	104.14	0	(104.14)	(104.14)	
		616002 - LICENSE FEES & PERMITS	0	534.42	0	(534.42)	(534.42)	
		619000 - OTHER OPERATING COSTS	200.00	0	0	200.00	200.00	100.00%
		619201 - MEMBERSHIPS & DUES	1,500.00	215.00	0	1,285.00	1,285.00	85.67%
		619401 - REFRESHMENTS - FOOD & BEVERAGE	1,000.00	999.24	1.30	0.76	(0.54)	0.08%
	<b>Materials / Other</b>		<b>293,050.00</b>	<b>179,409.68</b>	<b>81,543.26</b>	<b>113,640.32</b>	<b>32,097.06</b>	<b>38.78%</b>
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	513,280.00	345,342.95	0	167,937.05	167,937.05	32.72%
		400020 - SALARIES/WAGES - PREMIUM	0	100.49	0	(100.49)	(100.49)	
		400030 - SALARIES/WAGES - SHIFT	0	117.87	0	(117.87)	(117.87)	
		410001 - OVERTIME - REGULAR	0	42.80	0	(42.80)	(42.80)	
		450001 - VACATION	0	22,982.15	0	(22,982.15)	(22,982.15)	
		460001 - SICK LEAVE	0	4,021.11	0	(4,021.11)	(4,021.11)	
		461001 - UNUSED SICK LEAVE	0	823.28	0	(823.28)	(823.28)	
		490001 - OTHER LEAVE	0	1,140.21	0	(1,140.21)	(1,140.21)	
	<b>Personnel Services</b>		<b>513,280.00</b>	<b>374,570.86</b>	<b>0</b>	<b>138,709.14</b>	<b>138,709.14</b>	<b>27.02%</b>
<b>5200100 - ADMINISTRATION</b>			<b>1,415,400.14</b>	<b>1,016,849.28</b>	<b>606,109.88</b>	<b>398,550.86</b>	<b>(207,559.02)</b>	<b>28.16%</b>
5200200 - CUSTODIAL AND SECURITY	Capital Outlay	802000 - EQUIPMENT	0	506.15	0	(506.15)	(506.15)	
	<b>Capital Outlay</b>		<b>0</b>	<b>506.15</b>	<b>0</b>	<b>(506.15)</b>	<b>(506.15)</b>	
	Contractual Services	502401 - RAD/PAGE/CELLPHONE RENTAL	700.00	468.00	0	232.00	232.00	33.14%
		502508 - TELEPHONE OTHER	200.00	0	0	200.00	200.00	100.00%
		507000 - PROFESSIONAL SERVICES	0	(2,541.60)	(7,814.30)	2,541.60	10,355.90	
		507009 - MEDICAL & DENTAL SERVICES	0	0	258.50	0	(258.50)	
		507012 - PROFESSIONAL TRAINING FEES	0	10,315.00	0	(10,315.00)	(10,315.00)	
		507015 - SECURITY SERVICES	350,000.00	42,112.39	118,070.90	307,887.61	189,816.71	87.97%
		507016 - TRANSLATOR SERVICES	0	151.30	1,458.81	(151.30)	(1,610.11)	
		507019 - OTHER PROFESSIONAL SERVICES	0	256,142.91	309,585.01	(256,142.91)	(565,727.92)	
		507200 - TRAINING	0	124.00	0	(124.00)	(124.00)	
		507901 - MEDICAL SERVICES	0	359.70	0	(359.70)	(359.70)	
		510000 - REPAIR & MAINTENANCE-CONT	3,499.00	0	0	3,499.00	3,499.00	100.00%
		512003 - REFUSE DISPOSAL	16,000.00	28,438.89	(28,438.89)	(12,438.89)	16,000.00	-77.74%
		513000 - MISCELLANEOUS	0	641.68	0	(641.68)	(641.68)	
	<b>Contractual Services</b>		<b>370,399.00</b>	<b>336,212.27</b>	<b>393,120.03</b>	<b>34,186.73</b>	<b>(358,933.30)</b>	<b>9.23%</b>
	Fringes	781101 - MERF-NORMAL COSTS	6,600.00	0	0	6,600.00	6,600.00	100.00%
		781201 - PERA-COORDINATED	133,060.00	88,993.08	0	44,066.92	44,066.92	33.12%
		781301 - FICA-ASDI	109,996.00	72,486.41	0	37,509.59	37,509.59	34.10%
		782101 - MEDICARE	25,725.00	16,952.45	0	8,772.55	8,772.55	34.10%
		782701 - DENTAL INSURANCE	42,035.00	27,570.62	0	14,464.38	14,464.38	34.41%
		782801 - VEBA - EXPENSE	50,400.00	34,520.67	0	15,879.33	15,879.33	31.51%
		782901 - HEALTH INSURANCE	760,401.00	387,608.03	0	372,792.97	372,792.97	49.03%
		786001 - LIFE INSURANCE	4,445.00	2,749.05	0	1,695.95	1,695.95	38.15%
		786301 - L/T DISABILITY INS	6,685.00	3,500.14	0	3,184.86	3,184.86	47.64%
	<b>Fringes</b>		<b>1,139,347.00</b>	<b>634,380.45</b>	<b>0</b>	<b>504,966.55</b>	<b>504,966.55</b>	<b>44.32%</b>
	Materials / Other	611000 - OPERATING SUPPLIES	70,000.00	90,084.02	97,011.24	(20,084.02)	(117,095.26)	-28.69%
		611002 - BATTERIES	0	1,287.25	1,967.75	(1,287.25)	(3,255.00)	
		611004 - CHEMICAL SUPPLIES & GASES	0	141.94	2,358.05	(141.94)	(2,499.99)	
		611013 - MISC OPERATING SUPPLIES	0	147.00	0	(147.00)	(147.00)	
		613000 - REPAIR & MAINT SUPPLIES	0	2,014.89	105.11	(2,014.89)	(2,120.00)	
		616002 - LICENSE FEES & PERMITS	500.00	64.00	0	436.00	436.00	87.20%

Department	Expense Class Description	Account	Current Budget	Expended YTD	Encumbered	Remaining Available	Remaining Available After Encumbrance	Percent Remaining Budget
		616005 - ASSESSMENTS		304.14	0	(304.14)	(304.14)	
		616006 - SERVICE CHARGES		0	0	0	0	
		617001 - UNIFORMS CLOTHING PERS	7,000.00	5,536.07	(6,298.97)	1,463.93	7,762.90	20.91%
	<b>Materials / Other</b>		<b>77,500.00</b>	<b>99,579.31</b>	<b>95,143.18</b>	<b>(22,079.31)</b>	<b>(117,222.49)</b>	<b>-28.49%</b>
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	1,774,127.00	295,711.52	0	1,478,415.48	1,478,415.48	83.33%
		400020 - SALARIES/WAGES - PREMIUM	0	191,231.99	0	(191,231.99)	(191,231.99)	
		400030 - SALARIES/WAGES - SHIFT	0	562,334.01	0	(562,334.01)	(562,334.01)	
		400501 - BACK PAY - REGULAR TIME	0	597.01	0	(597.01)	(597.01)	
		404001 - COMP TIME EARNED-1.5 TIME	0	104.04	0	(104.04)	(104.04)	
		404401 - PAYMENT FOR COMP TIME	0	4,599.20	0	(4,599.20)	(4,599.20)	
		410001 - OVERTIME - REGULAR	0	43,265.09	0	(43,265.09)	(43,265.09)	
		410301 - CANINE MAINTENANCE	0	0	0	0	0	
		440101 - HOLIDAY WORKED	0	26,044.32	0	(26,044.32)	(26,044.32)	
		450001 - VACATION	0	72,843.75	0	(72,843.75)	(72,843.75)	
		460001 - SICK LEAVE	0	42,250.82	0	(42,250.82)	(42,250.82)	
		461001 - UNUSED SICK LEAVE	0	6,459.26	0	(6,459.26)	(6,459.26)	
		490001 - OTHER LEAVE	0	2,210.06	0	(2,210.06)	(2,210.06)	
	<b>Personnel Services</b>		<b>1,774,127.00</b>	<b>1,247,651.07</b>	<b>0</b>	<b>526,475.93</b>	<b>526,475.93</b>	<b>29.68%</b>
<b>5200200 - CUSTODIAL AND SECURITY</b>			<b>3,361,373.00</b>	<b>2,318,329.25</b>	<b>488,263.21</b>	<b>1,043,043.75</b>	<b>554,780.54</b>	<b>31.03%</b>
5200300 - REPAIRS AND IMPROVEMENTS	Contractual Services	507000 - PROFESSIONAL SERVICES	175,000.00	237,330.12	62,440.64	(62,330.12)	(124,770.76)	-35.62%
		507007 - ENGINEERING/ARCHITECTURAL SRVC	0	29,106.00	145,894.00	(29,106.00)	(175,000.00)	
		507019 - OTHER PROFESSIONAL SERVICES	0	2,250.00	2,249.99	(2,250.00)	(4,499.99)	
		508001 - BUILDING & GROUND	0	0	(364.90)	0	364.90	
		508202 - PARKING - MONTHLY	30.00	0	0	30.00	30.00	100.00%
		509201 - FLEET SUPPLY ESD	3,076.58	270.00	0	2,806.58	2,806.58	91.22%
		509205 - FLEET ADMINISTRATION	1,318.37	0	0	1,318.37	1,318.37	100.00%
		509301 - EQUIPMENT LABOR ESD	652.01	181.08	0	470.93	470.93	72.23%
		510000 - REPAIR & MAINTENANCE-CONT	660,001.00	206,352.02	(36,282.56)	453,648.98	489,931.54	68.73%
		510002 - BUILDING/STRUCTURE REPAIR/MNT	0	0	264,854.00	0	(264,854.00)	
		510005 - EQUIPMENT - MOBILE REPAIR/MNT	0	0	2,335.89	0	(2,335.89)	
		510081 - ELEVATOR MAINTENANCE	90,000.00	47,559.70	(47,559.70)	42,440.30	90,000.00	47.16%
		510101 - ESD CONTRACTUAL REPAIRS	8.16	10.73	0	(2.57)	(2.57)	-31.53%
		512003 - REFUSE DISPOSAL	35,000.00	4,695.00	25,200.00	30,305.00	5,105.00	86.59%
		512004 - STEAM	225,000.00	55,056.44	517,683.80	169,943.56	(347,740.24)	75.53%
		512006 - WATER-CHILLED	350,000.00	267,430.78	315,664.25	82,569.22	(233,095.03)	23.59%
		512007 - WATER & SEWER	145,000.00	79,726.76	0	65,273.24	65,273.24	45.02%
		512201 - ELECTRICITY	480,000.00	333,548.25	606,451.75	146,451.75	(460,000.00)	30.51%
		513000 - MISCELLANEOUS	500.00	226.00	12,544.00	274.00	(12,270.00)	54.80%
		513007 - MISCELLANEOUS CONTRACTUAL SRVC	0	5,328.55	1,549.28	(5,328.55)	(6,877.83)	
	<b>Contractual Services</b>		<b>2,165,586.12</b>	<b>1,269,071.43</b>	<b>1,872,660.44</b>	<b>896,514.69</b>	<b>(976,145.75)</b>	<b>41.40%</b>
	Fringes	781201 - PERA-COORDINATED	105,782.00	37,609.70	0	68,172.30	68,172.30	64.45%
		781301 - FICA-ASDI	87,446.00	31,842.72	0	55,603.28	55,603.28	63.59%
		782101 - MEDICARE	20,451.00	7,447.06	0	13,003.94	13,003.94	63.59%
		782701 - DENTAL INSURANCE	18,015.00	5,862.56	0	12,152.44	12,152.44	67.46%
		782801 - VEBA - EXPENSE	13,440.00	8,237.39	0	5,202.61	5,202.61	38.71%
		782901 - HEALTH INSURANCE	296,325.00	77,400.20	0	218,924.80	218,924.80	73.88%
		786001 - LIFE INSURANCE	1,905.00	696.48	0	1,208.52	1,208.52	63.44%
		786301 - L/T DISABILITY INS	2,865.00	1,554.03	0	1,310.97	1,310.97	45.76%
		787001 - NON-TAX FRINGE BEN-I.O.E.	14,539.00	6,463.31	0	8,075.69	8,075.69	55.55%
	<b>Fringes</b>		<b>560,768.00</b>	<b>177,113.45</b>	<b>0</b>	<b>383,654.55</b>	<b>383,654.55</b>	<b>68.42%</b>
	Materials / Other	604002 - PARKING	0	552.00	0	(552.00)	(552.00)	
		605001 - REGISTRATION FEE & TUITION	0	195.50	0	(195.50)	(195.50)	
		609101 - ESD EQUIPMENT PARTS	20.26	33.56	0	(13.31)	(13.31)	-65.69%
		609201 - ESD EQUIPMENT FUEL	273.84	55.76	0	218.08	218.08	79.64%
		610002 - COMPUTER SUPPLIES-NOT SOFTWARE	0	18,978.95	(18,978.95)	(18,978.95)	0	
		611000 - OPERATING SUPPLIES	2,000.00	57,000.66	116,176.98	(55,000.66)	(171,177.64)	-2,750.03%
		611013 - MISC OPERATING SUPPLIES	0	1,014.67	1,484.33	(1,014.67)	(2,499.00)	
		613000 - REPAIR & MAINT SUPPLIES	150,000.00	113,290.69	36,845.08	36,709.31	(135.77)	24.47%
		613005 - PLUMBING/PIPEFITTING SUPPLIES	0	23,301.72	(23,919.95)	(23,301.72)	618.23	
		614010 - MISC REIMB MTRLS & SUPPLIES	0	5.00	0	(5.00)	(5.00)	
		616002 - LICENSE FEES & PERMITS	2,000.00	7,376.73	75.00	(5,376.73)	(5,451.73)	-268.84%
		617001 - UNIFORMS CLOTHING PERS	500.00	686.00	0	(186.00)	(186.00)	-37.20%
		619000 - OTHER OPERATING COSTS	500.00	1,691.98	4,286.98	(1,191.98)	(5,478.96)	-238.40%
		619201 - MEMBERSHIPS & DUES	400.00	0	710.00	400.00	(310.00)	100.00%
	<b>Materials / Other</b>		<b>155,694.10</b>	<b>224,183.22</b>	<b>116,679.47</b>	<b>(68,489.12)</b>	<b>(185,168.59)</b>	<b>-43.99%</b>
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	1,410,423.00	467,835.05	0	942,587.95	942,587.95	66.83%
		400020 - SALARIES/WAGES - PREMIUM	0	7,536.66	0	(7,536.66)	(7,536.66)	
		400030 - SALARIES/WAGES - SHIFT	0	205.12	0	(205.12)	(205.12)	
		400501 - BACK PAY - REGULAR TIME	0	85.00	0	(85.00)	(85.00)	
		410001 - OVERTIME - REGULAR	0	7,711.92	0	(7,711.92)	(7,711.92)	
		430001 - OVERTIME - DOUBLE TIME	0	847.28	0	(847.28)	(847.28)	
		450001 - VACATION	0	37,458.46	0	(37,458.46)	(37,458.46)	
		460001 - SICK LEAVE	0	19,335.06	0	(19,335.06)	(19,335.06)	
		490001 - OTHER LEAVE	0	2,320.32	0	(2,320.32)	(2,320.32)	
	<b>Personnel Services</b>		<b>1,410,423.00</b>	<b>543,334.87</b>	<b>0</b>	<b>867,088.13</b>	<b>867,088.13</b>	<b>61.48%</b>
<b>5200300 - REPAIRS AND IMPROVEMENTS</b>			<b>4,292,471.21</b>	<b>2,213,702.97</b>	<b>1,989,339.91</b>	<b>2,078,768.24</b>	<b>89,428.33</b>	<b>48.43%</b>
5200400 - ADULT DETENTION CENTER	Contractual Services	507000 - PROFESSIONAL SERVICES	10,000.00	0	0	10,000.00	10,000.00	100.00%
		510000 - REPAIR & MAINTENANCE-CONT	93,609.00	6,532.30	0	87,076.70	87,076.70	93.02%
	<b>Contractual Services</b>		<b>103,609.00</b>	<b>6,532.30</b>	<b>0</b>	<b>97,076.70</b>	<b>97,076.70</b>	<b>93.70%</b>
	Fringes	781201 - PERA-COORDINATED	0	395.56	0	(395.56)	(395.56)	
		781301 - FICA-ASDI	0	303.31	0	(303.31)	(303.31)	
		782101 - MEDICARE	0	70.94	0	(70.94)	(70.94)	
		782701 - DENTAL INSURANCE	0	82.28	0	(82.28)	(82.28)	
		782801 - VEBA - EXPENSE	0	111.05	0	(111.05)	(111.05)	
		782901 - HEALTH INSURANCE	0	1,037.16	0	(1,037.16)	(1,037.16)	
		786001 - LIFE INSURANCE	0	5.98	0	(5.98)	(5.98)	
		786301 - L/T DISABILITY INS	0	13.67	0	(13.67)	(13.67)	
		787001 - NON-TAX FRINGE BEN-I.O.E.	0	232.17	0	(232.17)	(232.17)	
	<b>Fringes</b>		<b>0</b>	<b>2,252.12</b>	<b>0</b>	<b>(2,252.12)</b>	<b>(2,252.12)</b>	
	Materials / Other	611000 - OPERATING SUPPLIES	20,000.00	26,459.61	38,074.59	(6,459.61)	(44,534.20)	-32.30%
		613000 - REPAIR & MAINT SUPPLIES	15,001.00	2,968.83	(1,798.36)	12,032.17	13,830.53	80.21%
		613005 - PLUMBING/PIPEFITTING SUPPLIES	0	181.82	0	(181.82)	(181.82)	

Department	Expense Class Description	Account	Current Budget	Expended YTD	Encumbered	Remaining Available	Remaining Available After Encumbrance	Percent Remaining Budget
	<b>Materials / Other</b>		<b>35,001.00</b>	<b>29,610.26</b>	<b>36,276.23</b>	<b>5,390.74</b>	<b>(30,885.49)</b>	<b>15.40%</b>
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	0	4,254.46	0	(4,254.46)	(4,254.46)	
		410001 - OVERTIME - REGULAR	0	209.11	0	(209.11)	(209.11)	
		430001 - OVERTIME - DOUBLE TIME	0	1,022.78	0	(1,022.78)	(1,022.78)	
	<b>Personnel Services</b>		<b>0</b>	<b>5,486.35</b>	<b>0</b>	<b>(5,486.35)</b>	<b>(5,486.35)</b>	
<b>5200400 - ADULT DETENTION CENTER</b>			<b>138,610.00</b>	<b>43,881.03</b>	<b>36,276.23</b>	<b>94,728.97</b>	<b>58,452.74</b>	<b>68.34%</b>
5200500 - MBC - WORK FOR OTHERS	Contractual Services	507000 - PROFESSIONAL SERVICES	50,000.00	6,042.21	(1,829.27)	43,957.79	45,787.06	87.92%
		507015 - SECURITY SERVICES	10,000.00	0	0	10,000.00	10,000.00	100.00%
		507019 - OTHER PROFESSIONAL SERVICES	0	0	0	0	0	
		510000 - REPAIR & MAINTENANCE-CONT	100,001.00	0	0	100,001.00	100,001.00	100.00%
		513000 - MISCELLANEOUS	1,000.00	100,870.19	(72,450.19)	(99,870.19)	(27,420.00)	-9,987.02%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	0	363.00	8,586.99	(363.00)	(8,949.99)	
	<b>Contractual Services</b>		<b>161,001.00</b>	<b>107,275.40</b>	<b>(65,692.47)</b>	<b>53,725.60</b>	<b>119,418.07</b>	<b>33.37%</b>
	Fringes	781201 - PERA-COORDINATED	19,497.00	202.33	0	19,294.67	19,294.67	98.96%
		781301 - FICA-ASDI	16,117.00	163.06	0	15,953.94	15,953.94	98.99%
		782101 - MEDICARE	3,769.00	38.11	0	3,730.89	3,730.89	98.99%
		782701 - DENTAL INSURANCE	3,603.00	20.41	0	3,582.59	3,582.59	99.43%
		782801 - VEBA - EXPENSE	0	31.10	0	(31.10)	(31.10)	
		782901 - HEALTH INSURANCE	59,265.00	268.12	0	58,996.88	58,996.88	99.55%
		786001 - LIFE INSURANCE	381.00	1.54	0	379.46	379.46	99.60%
		786301 - L/T DISABILITY INS	573.00	3.35	0	569.65	569.65	99.42%
		787001 - NON-TAX FRINGE BEN-I.O.E.	699.00	0	0	699.00	699.00	100.00%
	<b>Fringes</b>		<b>103,904.00</b>	<b>728.02</b>	<b>0</b>	<b>103,175.98</b>	<b>103,175.98</b>	<b>99.30%</b>
	Materials / Other	611000 - OPERATING SUPPLIES	0	2,280.78	20,340.00	(2,280.78)	(22,620.78)	
		613000 - REPAIR & MAINT SUPPLIES	5,000.00	167.50	1,000.00	4,832.50	3,832.50	96.65%
		616002 - LICENSE FEES & PERMITS	5,000.00	0	0	5,000.00	5,000.00	100.00%
	<b>Materials / Other</b>		<b>10,000.00</b>	<b>2,448.28</b>	<b>21,340.00</b>	<b>7,551.72</b>	<b>(13,788.28)</b>	<b>75.52%</b>
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	259,958.00	2,519.21	0	257,438.79	257,438.79	99.03%
		400020 - SALARIES/WAGES - PREMIUM	0	219.78	0	(219.78)	(219.78)	
	<b>Personnel Services</b>		<b>259,958.00</b>	<b>2,738.99</b>	<b>0</b>	<b>257,219.01</b>	<b>257,219.01</b>	<b>98.95%</b>
<b>5200500 - MBC - WORK FOR OTHERS</b>			<b>534,863.00</b>	<b>113,190.69</b>	<b>(44,352.47)</b>	<b>421,672.31</b>	<b>466,024.78</b>	<b>78.84%</b>
<b>TOTAL MUNICIPAL BUILDING COMMISSION</b>			<b>9,742,717.35</b>	<b>5,705,953.22</b>	<b>3,075,636.76</b>	<b>4,036,764.13</b>	<b>961,127.37</b>	<b>41.43%</b>

## Discussion and Action Agenda Item: 2

**Date:** October 29, 2020

**To:** Municipal Building Commission Board:  
Commissioner Marion Greene, President  
Mayor Jacob Frey, Vice President  
Commissioner Angela Conley  
Council Member Lisa Goodman

**From:** Erin Delaney

**Subject:** MBC Historic Preservation Fund Balance  
Discussion and Action Agenda Item: 2

The Historic Preservation fund balance is \$408,248 as of September 30, 2020. Revenue from the MBC catering and events program, monthly café rent, and bike storage rental fees are deposited into this account.

Beginning Balance ( <b>Fund 3110H</b> )		\$ 395,944
2020 Received Revenue to 09/30/2020		\$ 12,303
2020 Expenditures to 09/30/2020		\$ -
<b>Ending Fund Balance - 3110H</b>		<b>\$ 408,247.72</b>

Atlas Catering was the exclusive caterer for the events program and has requested to terminate their contract with the MBC. The contract was scheduled to expire in March 2021. Staff is exploring program options and the interest level of caterers and will return to the Board for further direction.

Staff is requesting approval of the Historic Preservation Fund balance.

## **Discussion and Action Agenda Item: 3**

**Date:** October 29, 2020

**To:** **Municipal Building Commission Board:**  
**Commissioner Marion Greene, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Angela Conley**  
**Council Member Lisa Goodman**

**From:** Erin Delaney

**Subject:** **City Hall/Courthouse Café contract extension and rent waiver**  
**Discussion and Action Agenda Item: 3**

Ms. Lori James is the proprietor for the City Hall/Courthouse café and the business name is the Chewery. Ms. James and her family represent a small, startup business. The menu consists of sandwiches, soups, salads and a variety of beverages.

The monthly rent is \$200.00, and the current term expires in December 2020. The contract allows for a 2-year extension, through December 2022. Ms. James is interested in extending the contract.

The Board previously approved a rent waiver for the 5-month period of April through August 2020. Due to the continuation of COVID-19 operating restrictions, staff is requesting an additional waiver of 4 months, through December 2020. Rent will resume and be payable in January 2021.

Accordingly, staff is requesting approval for a 2-year contract extension, for expiration in December 2022 and 4 month rent waiver, September through December 2020.

## Discussion and Action Agenda Item: 4

**Date:** October 29, 2020

**To:** **Municipal Building Commission Board:**  
**Commissioner Marion Greene, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Angela Conley**  
**Council Member Lisa Goodman**

**From:** Erin Delaney

**Subject:** **MBC Pricing Contract procurement**  
**Discussion and Action Agenda Item: 4**

Through City procurement, the MBC utilizes pricing contracts to supplement trades staff on an as needed basis for core plumbing and painting services. These pricing contracts are currently being used and are set to expire in June 2021. The potential cost for this work is covered in the current operating budget and the not to exceed amount has remained flat.

Work includes building wide and ADC corrective and preventive maintenance, and after-hours service work. The vendors are solicited through public bids and include SUBP (small and underutilized business program) goals.

Accordingly, staff is requesting approval to again procure pricing contracts, and to contract with up to 2 of the lowest bidders for each, for a term of up to 5 years as follows:

Plumbing: *total annual amount not to exceed \$250,000*  
Painting: *total annual amount not to exceed \$190,000*

## Discussion and Action Agenda Item: 5

**Date:** October 29, 2020

**To:** **Municipal Building Commission Board:**  
**Commissioner Marion Greene, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Angela Conley**  
**Council Member Lisa Goodman**

**From:** Erin Delaney

**Subject:** **Security officer replacement hire**  
**Discussion and Action Agenda Item: 5**

The MBC security team is currently comprised of 9 officers and 1 supervisor. Staff is currently interviewing to fill the vacant supervisor position. In addition, there is a vacant officer position. Staff is requesting authority to fill the vacant officer position.

Two MBC security staff work per shift and are on site 24/7, 365 days per year. Security officers rotate between walking continuous rounds through-out the building and monitoring CCTV cameras, deliveries and access, HVAC and building alarms.

Although the building is currently less occupied by employees, the need for security staff has increased due to an increase in the number of non-employees entering the building and needing assistance. In addition, the number of requests to provide security escorts has doubled.

The annual salary range for the position is \$37,300-\$57,500 and is accounted for in the operating budget.

Due to availability, background and training requirements, the use of contract security staff is not a long-term solution.

The recent Department of Homeland Security (DHS) assessment listed current staffing levels as a potential vulnerability, stating "Security force staffing may not be sufficient to support staff of deployment to security incidents while continuing to monitor systems and conduct other routine activities."

Accordingly, based on documented need, staff is requesting authority to proceed and fill the vacant security officer position.

## **Discussion and Action Agenda Item: 6**

**Date: October 29, 2020**

**To: Municipal Building Commission Board:  
Commissioner Marion Greene, President  
Mayor Jacob Frey, Vice President  
Commissioner Angela Conley  
Council Member Lisa Goodman**

**From: Erin Delaney**

**Subject: Facility Safety Improvements capital project – BVP  
Discussion and Action Agenda Item: 6**

The Facility Safety Improvements project has been planned and designed in six phases (A – F) to meet available capital funding. Phase A of the project has been completed. Staff is preparing to move forward with Phase B that includes installing fire separation in shafts 1-4 and infilling floor openings in Shaft 1. Phase B is scheduled to start in February 2021, contingent on capital funding. The construction cost is estimated at \$445,000.

MBC staff consulted with County and City procurement and all support using the County's best value procurement method for Phase B and remaining stages of the project.

Accordingly, staff is requesting authority to use the County's best value procurement for Phase B and the remaining phases of the Facility Safety Improvements capital project and contract with the most responsive proposers.